



# Finance Officer Job Description

**GENERAL PURPOSE** The Finance Officer plans and performs the disbursement and accounting of revenues and expenditures for the City of Nowata. Work involves performing the budgetary accounting, general ledger, financial reporting, accounts payable and utility billing oversight, and other fiscal tasks for the City.

**DEPARTMENT:** City Hall

**REPORTS TO:** City Manager- City Council for Duties as Treasurer to serve concurrent with other duties

## **ESSENTIAL JOB FUNCTIONS OF FINANCE OFFICER**

- Plans and performs fiscal operations for the city including accounting of municipal funds, financial reporting, journal entries, general ledger maintenance, budgetary accounting, accounts payable, fixed assets, cash investments, and advising the Board and City Manager on fiscal issues
- Maintains the general accounting systems for the City using fund accounting and maintaining separate fund accounts for grants, donations, or restricted accounts
- Maintains financial records for each department
- Maintains separate accounts for items of appropriation in the budget
- Reviews and monitors ongoing administration of the budget
- Monitors revenues and expenditures
- Oversees accounts payable to ensure appropriate coding & approval of invoices
- Performs a wide variety of financial reporting and monthly, quarterly, and annual closeouts and reconciliations
- Assist auditors during the annual audit and follows up on findings to improve financial systems
- Advises City Manager and Board on fiscal issues
- Assist City Manager with Budget Preparation
- Assist departments with purchasing, budget monitoring, and analysis
- Prepares budget amendments
- Serves as risk management officer responsible for managing property and liability insurance programs
- Makes debt service payments and participates in financing strategy research
- Other appointments such as City Clerk as appointed by city council. With the oversight of staff and functions of accounts payable, cemetery, and utility billing
- May perform Human resource duties or oversee the completion of payroll functions.
- Any other duties assigned by City Manager or City Council



**SKILLS AND ABILITIES:**

- The employee must exercise considerable independent judgment and initiative in performing the fiscal control responsibilities.
- Work is performed in accordance with established municipal finance procedures, local ordinances, and State of Oklahoma Statutes governing the responsibilities of local government accountants.
- Work is performed under the direction of the City Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

**QUALIFICATIONS:**

- Considerable knowledge of General Fund and Enterprise Fund accounting. The City has a General Fund, Municipal Authority, Medical Authority, Economic Development Trust, and various restricted use accounts.
- Expertise of public finance to include principles, practices, laws, regulations, and administration of the aforementioned
- Considerable knowledge of the City's budgeting and purchasing policies
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records
- Ability to prepare complex and interpretive financial analyses
- Ability to design and prepare analytical or interpretative financial statements
- Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other city employees
- Accuracy and thoroughness in the analysis and preparation of financial records and reports
- Ability to effectively use email, Microsoft Word, Microsoft Excel, and the ability to learn accounting software utilized accurately and efficiently.

**Physical Demands:**

- Must be able to stand and sit for shift duration
- Ability to lift up to 10 pounds
  - Must possess the visual acuity to prepare and analyze data and figures, to operate a computer, and to determine accuracy, neatness, and thoroughness of the work assigned.

**Desirable Education and Experience:**

- Bachelor's degree in accounting or business, and considerable experience in professional public finance administration; or equivalent combination of education and experience.
- Willingness to obtain the Municipal Clerk's Treasurer and/or Finance Officer certification through Oklahoma Municipal Clerk's and Treasurer's organization.

